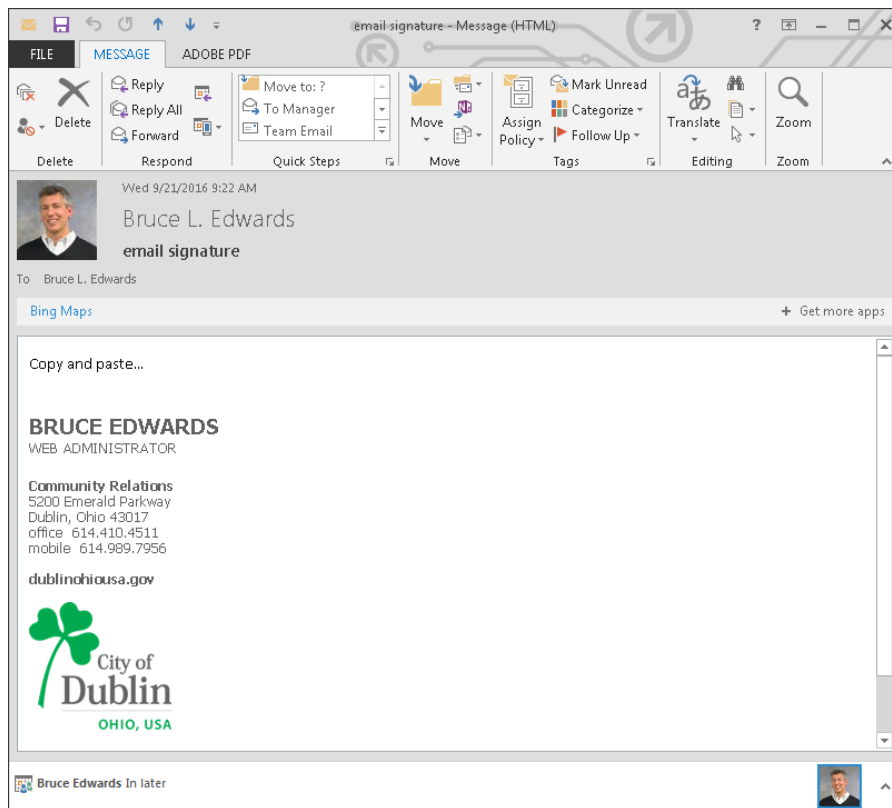# Email Signature Template

Using the Desktop version of Outlook

Login to Outlook and open an email with the correct signature. The signature begins with your name and ends with the social media icons.
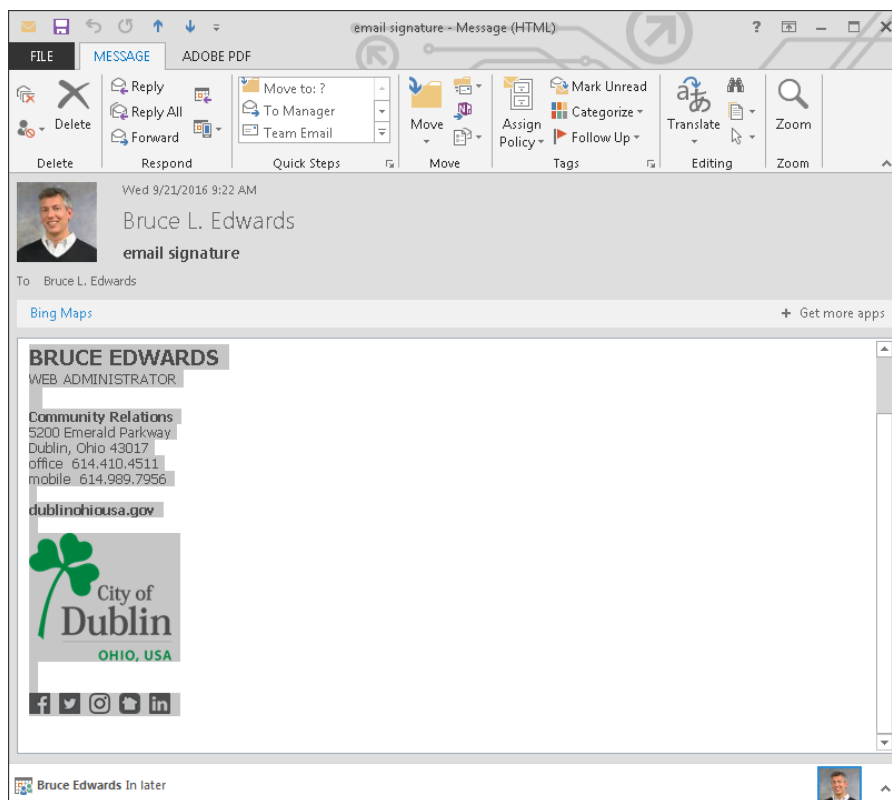

Highlight and copy the entire signature.
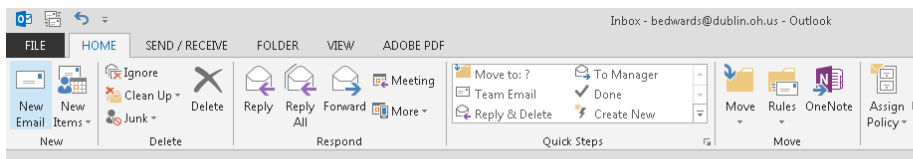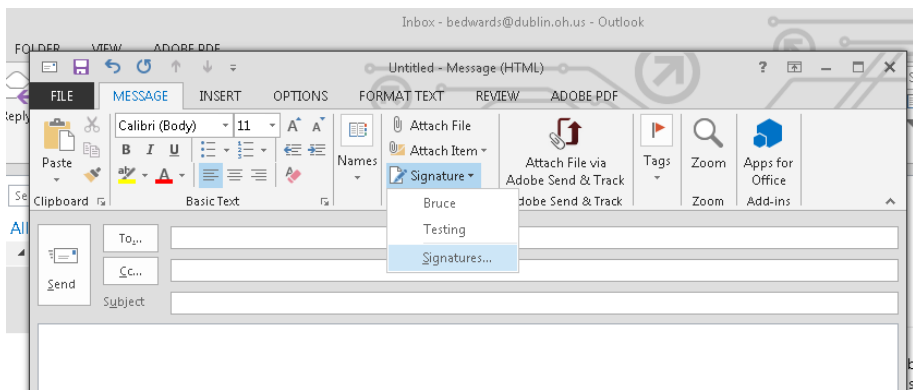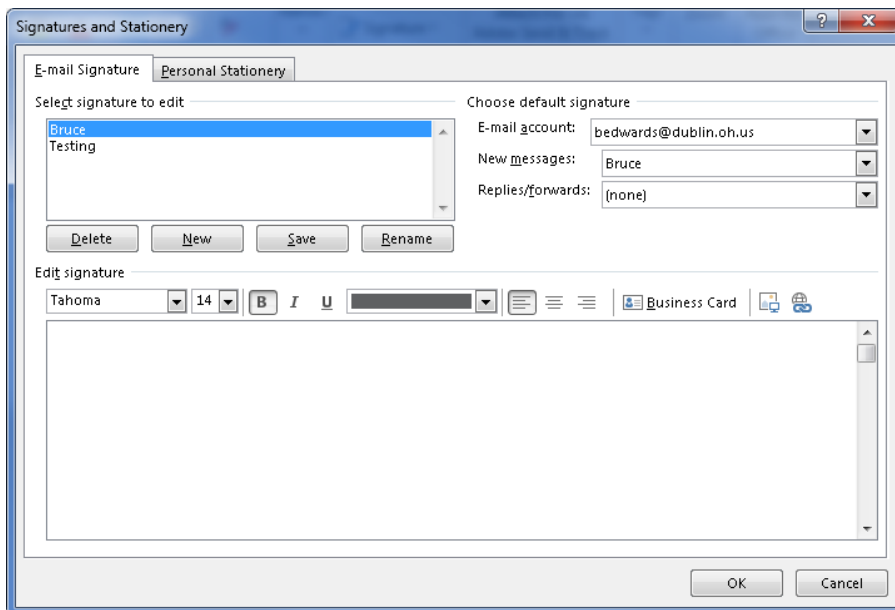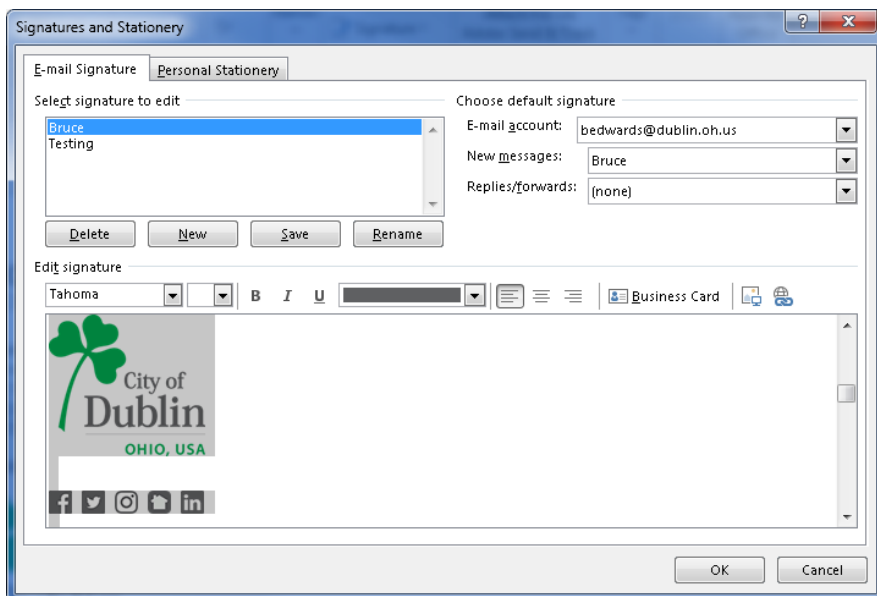
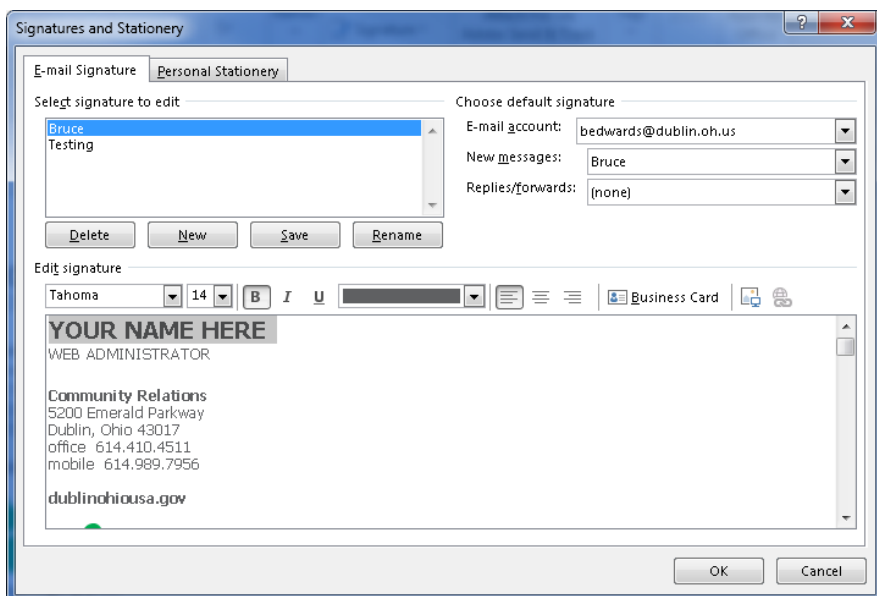Click on 'Signature' in the drop down select 'Signatures'

Select your current signature

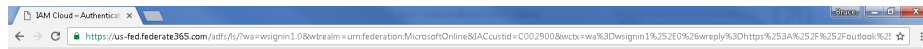Paste the updated email signature in the box below

Edit the email signature with your information

When you are finished with your edits click 'OK'

Using the online version of Outlook

Login to Outlook http://webmail.dublinohiousa.gov

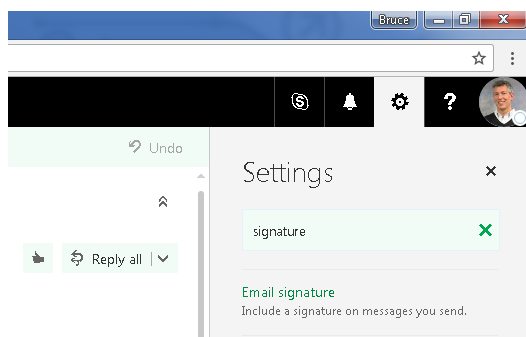Open and email with the correct signature and copy the signature. The signature begins with your name and ends with the social media icons.
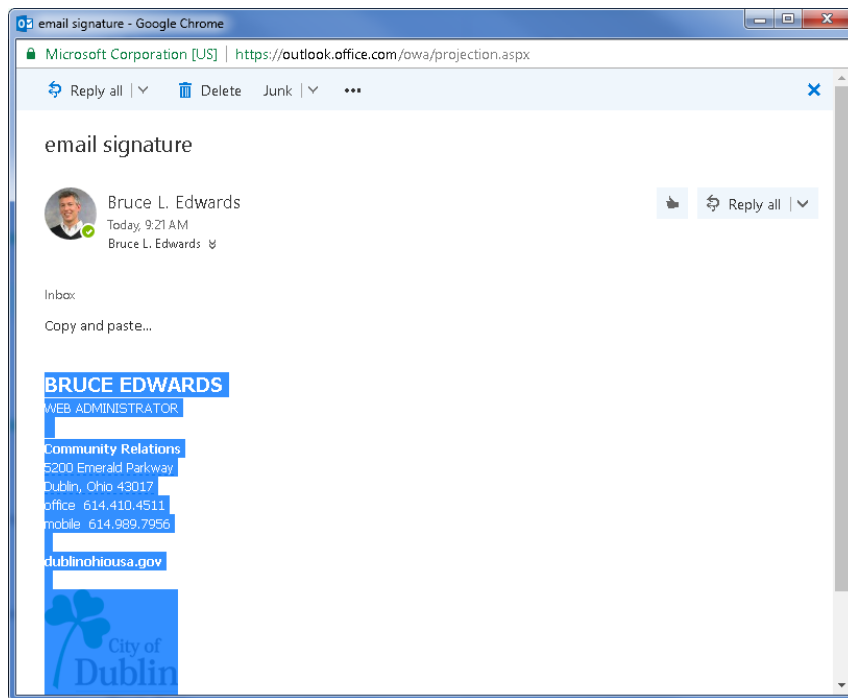
Click on the Gear icon and do a search for 'Signature' and click on 'Email signature'

Paste the new email signature into the box below. Edit the email signature with your information

Click 'OK' to save.

Questions? Contact Bruce Edwards @ 4511 or bedwards@dublin.oh.us